



**TOWN OF WETHERSFIELD**  
**DEPT. OF PLANNING AND ECONOMIC DEVELOPMENT**  
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## Guide to Special Permits

Each zoning district in Wethersfield permits various land uses via three (3) different permit types. The first type of permit is the permitted use. This type of use does not typically require additional review other than the zoning review conducted for the issuance of a building permit. The second permit type is site development plan review which requires the submission of a site plan application and planning and zoning commission review and approval. The third type of permit is the **Special Use Permit**.

Uses and activities permitted through a Special Permit are not permitted as of right but may be allowed if certain additional standards and conditions are met and the Commission grants approval after a public hearing and review process. Special Permits also require neighborhood notification in order to provide neighbors with the opportunity to review and comment on the application.

1. Consult the zoning regulations to review the table of permitted uses and contact the Planning Department to confirm the permit requirements for your project.
2. If you require a Special Permit be advised of the following:
  - A pre application review meeting with Town Staff or the Commission may be advisable prior to the submission of an application.
  - Application deadlines are typically 20 days prior to the scheduled meeting dates.
  - The Commission typically meets on the first and third Tuesdays of each month at 7:00 p.m.
  - A completed application form is required.
  - An application review fee is required.
  - Submit sixteen (16) copies of supporting plans, drawings and information.
  - A narrative letter describing your proposal.
  - A site/plot plan is required.
  - Interior floor plans are required.
  - Exterior architectural/elevation drawings are required for external modifications.
  - Photographs of the building and/or site or aerial photos are often helpful to support your application.
  - Additional reports and analysis may be required to support the application such as traffic, environmental, soils etc...

- Applicant's are responsible for neighborhood notification and the posting of a public hearing sign on the property not later than 10 days before the meeting (see Public Notice Guide for details).
  - Attendance at the Planning and Zoning Commission meeting is required (see PZC meeting format handout for a summary of the meeting format).
3. Upon submission of the application Planning Department staff will review the submission for completeness before routing plans for review. The application and supporting documents will be made available for public review during normal business hours in the Planning Department.
  4. In some instances where the site is within 500 feet of the Town Line the application will also be referred to neighboring Towns or the Regional Planning Agency for comment.
  5. Staff will distribute the information to the Building, Engineering, Fire Marshal, Wetlands/Floodplain, Health and Police Department staff for review and comment.
  6. Comments received from staff review will be forwarded to the Planning Department for coordination and then to the applicant as soon as is practical. Phone calls and any written documents received from the public will also be forwarded to the applicant. Town staff attend a weekly permit review meeting at which time the application may be discussed to coordinate and review issues.
  7. If staff review requires plan modifications the applicant is expected to resubmit plans with requested changes to address staff comments. Staff will then conduct an additional review of the plans.
  8. After the applicant has addressed staff comments staff will schedule a public hearing and the notice will be published in the Hartford Courant and with the Town Clerk.
  9. The applicant will post a public notice sign and will notify neighbors of the pending application at least 10 days before the public hearing.
  10. At the public hearing the applicant is expected to present the application request to the Commission and respond to questions from both the Commission and the public. (Consult the PZC meeting guide for a more detailed discussion as to the conduct of the meeting).
  11. Based upon the applicant's presentation, staff comments, public comments and compliance with the zoning regulations the Commission will decide if the standards have been met for an approval. The Commission may also stipulate conditions or modifications to the special permit. The Commission may also deny the application.
  12. If the application is approved the applicant will be expected to comply with the post approval requirements which requires the submission of mylar site plans and the filing of the permit with the Town Clerk's office prior to the issuance of a building permit (See post approval guide for a summary of these requirements).
  13. If your application is denied the decision may be appealed to Superior Court within 20 days of the publication of the legal decision notice.